



TODD STAPLES, COMMISSIONER

POLICY ALERT

Date: June 30, 2008

Reference: # SMP 2008-10

To: Special Milk Program (SMP) Contractors

Subject: Special Nutrition Automated Processing System (SNAPS) Training and User Manual

Effective Date: July 1, 2008

Purpose

NOTIFY contractors of the availability and location of the online SNAPS User Manual and training.

Background

SNAPS is a consolidated web-based data input system that must be used by contractors to submit claims for reimbursement electronically. Previously contractors submitted electronic claims through the Internet Nutrition Assistance Payment Processing (INAPP) system.

Implementation

July 1, 2008

Procedure

The SNAPS User Manual is available on the TDA website at <http://fn-contractors.squaremeals.org>.

The user manual gives instructions on how to:

- Access/log on to SNAPS;
- Change the initial password to a personal one;
- Submit a claim for reimbursement using SNAPS; and
- Obtain help if they are having trouble with their user ID or password, or with accessing SNAPS.

The online training is available at www.snptexas.org,

- Select "Continue to SNPTexas.org";
- Click on "Program/Nutrition Training" under Contract Support;
- Select "Minimum System Requirements (READ before starting online training!)" to ensure your system has the appropriate settings for successful online training;
- Return to FND Learning Center;
- Choose the "Scheduled Classes" link from the left hand navigation bar;
- Select "Course Search" (Note: this online training is listed as a Course, not an individual class event);
- Select "All Courses";
- Choose course code "AUT-*SNAP1".

continued

This Policy Remains in Effect Until Further Notice

Procedure
continued

Proceed with the training. The attachment contains more detailed instructions on accessing the online training.

You must have a Personal User Code (PUC) to access and begin the online training. You can request a PUC by downloading the “FND Training Request Form” from the left-hand navigation bar on the training website or the link on the FND Learning Center. Fax your completed form to the FND Training Unit at 888-237-5030. You will be notified by mail when your form is entered and your PUC is active.

NOTE: NOTE: All handbook instructions and references to INAPP will be changed to reflect SNAPS in your next regularly scheduled handbook revision.

Contact

If you have any questions please contact your Food and Nutrition Field Operations Office.

ATTACHMENT

ARCHIVE